

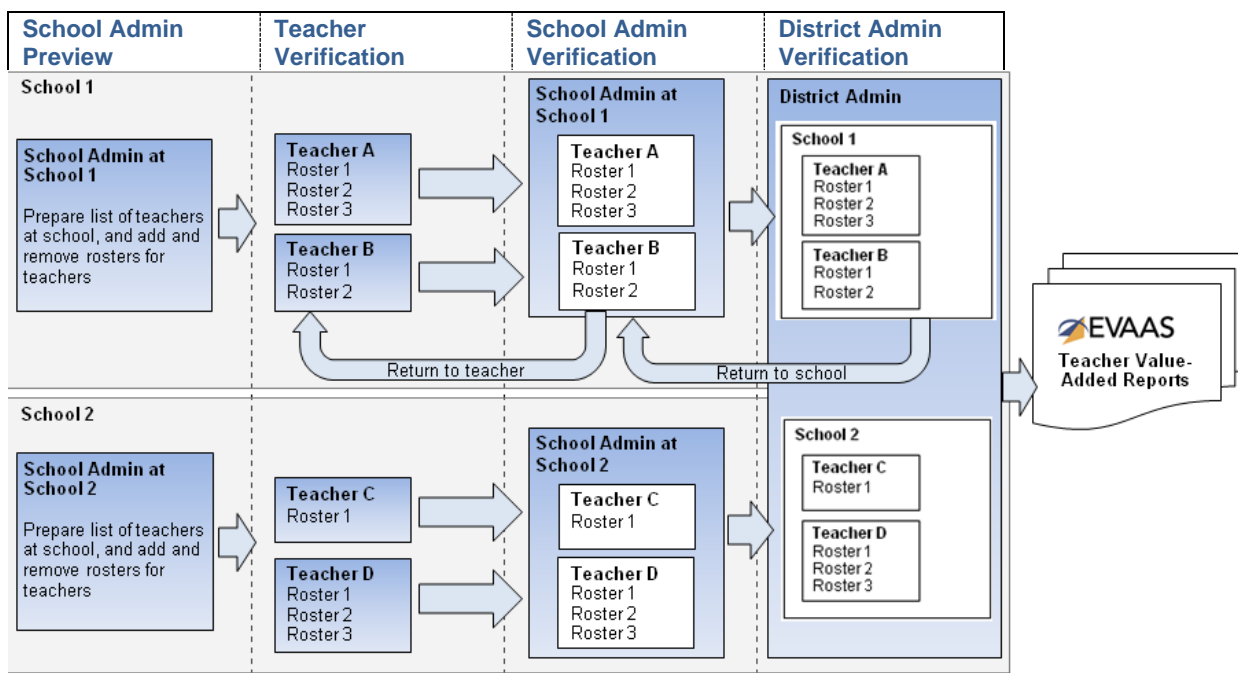
Roster Verification

Roster verification is the process of linking teachers to their students so that value-added analyses can be performed. As a School Admin, you can always **view** all rosters at your school. Your **edit** capabilities will be different during different phases of the roster verification process.

Phase	Dates*	School Admin's Edit Capabilities
1. School Admin Preview week	April 15-April 21	<ul style="list-style-type: none"> Add and remove teachers' access to Roster Verification Add and remove rosters for teachers For instructions see <i>What to do during the School Admin Preview</i> on page 2.
2. Teacher Verification	April 22-May 17	<ul style="list-style-type: none"> Review and edit rosters for a teacher who is unavailable
3. School Admin Verification	May 18-May 31	<ul style="list-style-type: none"> Review rosters that teachers have submitted Investigate overclaimed and underclaimed students Edit a roster Verify rosters that you have reviewed Submit all rosters to the District Admin For instructions see <i>What to do after the School Admin Preview</i> on page 3.
4. District Admin Verification	June 1-June 28	You cannot edit rosters during this phase unless the District Admin returns your school's rosters. For more information see <i>What to do if a District Admin returns your school's rosters</i> on page 4.

*The following LEAs are using the modified dates listed on page 5: Alleghany, Caldwell, Catawba, Elkin, Hickory, Millennium Charter School, Mt. Airy, Newton-Conover, Stokes, Surry, Wilkes, and Yadkin.

The basic steps in roster verification are shown in the diagram below. A more detailed diagram appears on page 6.



How to access EVAAS Roster Verification

1. Log on to EVAAS.
2. From the **Reports** menu, select **School Roster Verification Summary**.

What to do during the School Admin Preview week

The School Admin Preview week is a time for School Admins to prepare (1) the list of teachers participating in roster verification and (2) rosters associated with those teachers. Teachers do not have access to EVAAS Roster Verification during the School Admin Preview.

The list of Overclaimed Students is likely to be large. The best time to work on resolving these issues is after all teachers have submitted their rosters, or after the teacher submission deadline.

Reports | Print | ? Help

Report: **School Roster Verification Summary** | Submission Deadline: **Feb 17, 2014**

Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
nulls: [Quick Start Guide](#) | [Recorded Demo](#)

Review and verify teacher's rosters. Submit your school's rosters all at once after you verify them. If you need help, refer to the quick start guides, recorded demos, and online help.

Submit All Rosters

Ready for Review
 Click a teacher's name to view that teacher's rosters.

Teacher-NFJ

Verified
 To edit a verified roster, click the teachers name and select **Edit Roster**

Teacher-RNs

Not Ready for Review
 To edit a Not Ready for Review roster, click the teachers name and select **Edit Roster**

Teacher-RNs

Teacher List
 38 Teachers | [Manage List](#)

Overclaimed Students (420)

Student-Jv	View Details
Student-KB	View Details
Student-CVn	View Details
Student-DRT	View Details
Student-DVB	View Details
Student-DVV	View Details

Home | Search | Account | Admin | Contact Us | Sign Out

Reports | Print | ? Help

Report: **Teacher List**
 Year: **2012**

Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
Campus Administrators: [Quick Start Guide](#) | [Recorded Demo](#)
District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

To add and remove teachers, use the buttons on the toolbar. To add and remove rosters associated with a teacher, click the teacher's name and then choose **Manage Teacher's Rosters**.

Add Teacher **Remove Teacher**

Status: Submitted to School

Rosters

World Geography, Spring
Chemistry, Spring
World History, Spring

[Manage Teacher's Rosters](#)

Home | Search | Account | Admin | Contact Us | Sign Out

Print **? Help**

Report: **Roster Verification Summary** | Submission Deadline: **Mar 4, 2014**
 Teacher: **TEACHER-1**

Teachers: [Quick Start Guide](#) | [Recorded Demo](#)
Campus Administrators: [Quick Start Guide](#) | [Recorded Demo](#)
District Administrators: [Quick Start Guide](#) | [Recorded Demo](#)

Teachers have been submitted for your review. If you add, remove, or edit a roster, you must send all the teacher's rosters back to the teacher for reverification.

Add Roster **Remove Roster**

Status: Submitted to School

Rosters	Your Most Recent Action
World Geography, Spring	Viewed on 03/21/2013 at 03:53:03 AM EDT
Chemistry, Spring	Viewed on 03/21/2013 at 03:54:26 AM EDT
World History, Spring	

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Which teachers do I need to add?

You probably need to add:

- Exceptional Children's teachers
- AIG teachers

You might need to add:

- Teachers of special programs or targeted intervention classes.
- Reading and math specialists/coaches

If you are not sure whether to add long-term substitutes, contact your District Testing Coordinator.

Do not add ESL or virtual teachers.
 Only add teachers who serve students in face-to-face environments.

During the School Admin Preview, everything you can do is accessible from the Teacher List.
 Click **Manage List** to open the Teacher List.

To add and remove teachers, use the buttons on the toolbar.
 The Help contains step-by-step instructions.

To add and remove rosters for a teacher, click the teacher's name to expand the row and select **Manage Teacher's Rosters.**
 The teacher's Roster Verification Summary opens.

To add and remove rosters, use the buttons on the toolbar.
 The Help contains step-by-step instructions.

What to do after the School Admin Preview

During the Teacher Verification and School Admin Verification phases, School Admins have more edit capabilities.

The screenshot shows the 'Reports' section of the system. The main report is 'School Roster Verification Summary' with a submission deadline of Feb 17, 2014. It includes links for Teachers, Campus Administrators, and District Administrators to access quick start guides and recorded demos. The report is divided into three main sections: 'Ready for Review', 'Verified', and 'Not Ready for Review'. The 'Ready for Review' section lists teachers like Teacher-NFJ. The 'Verified' section lists teachers like Teacher-RNs. The 'Not Ready for Review' section lists teachers like Teacher-HIQ, Teacher-Kjy, Teacher-Krd, Teacher-LFK, Teacher-Ljy, Teacher-Lkg, Teacher-Lxn, Teacher-MQM, Teacher-MJP, Teacher-NFK, Teacher-NFd, and Teacher-NdP. On the right, there is a 'Teacher List' showing 38 teachers and a 'Manage' button. Below this, there are sections for 'Overclaimed Students (420)' and 'Underclaimed Students (1)'. Callouts provide instructions: 'Access teachers' rosters from the lists on the left side of the window. You can verify rosters in the Ready for Review list.' points to the 'Ready for Review' section. 'Click **Manage List** to open the Teacher List, where you can continue to manage the list of teachers with access to Roster Verification. You manage rosters for teachers who are in the Ready for Review list.' points to the 'Manage' button. 'Work with teachers to resolve instances of overclaimed students.' points to the 'Overclaimed Students' section. 'In some situations, underclaiming is appropriate. Work with teachers to ensure claiming is accurate.' points to the 'Underclaimed Students' section.

Review and edit rosters for a teacher who is unavailable

If a teacher is not available during the roster verification process, you can move that teacher's rosters from the Not Ready for Review list to the Ready for Review list. This transfers edit capability for the teacher's rosters from the teacher to yourself.

In the Not Ready for Review list, click the teacher's name to expand the row. Click **Move Up to School**. See page 4 for information about editing a roster.

Review rosters that teachers have submitted

In the Ready for Review list, click a teacher's name to expand the row. Click a roster name to open that roster. Review the roster for accuracy. If you see issues you have two options:

- Edit the roster yourself. See page 4 for information about editing a roster. If you make any changes to a roster that a teacher submitted, you must return that teacher's rosters to the teacher for reverification.
- Click **Send Back To Teacher**. You will be prompted to enter a description of the issues. EVAAS will include this description in an email to the teacher. When the teacher logs in, he or she can edit the rosters and resubmit them to you.

Investigate overclaimed and underclaimed students

Although you can monitor overclaimed and underclaimed students throughout the Roster Verification process, the best time to work on resolving these issues is after all teachers have submitted their rosters, or after the teacher submission deadline. Click View Details in either list to view the teachers associated with these students.

- Overclaimed students are claimed for more than 100% of the semester or year in a subject and grade.
- Underclaimed students are claimed for less than 100% of the semester or year in a subject and grade.

Edit a roster

You can edit rosters that appear in the Ready for Review list on the School Roster Verification Summary. To open the roster you want to edit, click the teacher's name to expand the row and then click the roster.

If you make any changes to a roster that a teacher submitted, you must return that teacher's rosters to the teacher for reverification. If you moved the teacher's rosters up to the school (as described on page 2) or if the teacher did not submit rosters before the teacher submission deadline, you do not have to return that teacher's rosters to the teacher.

Ready for Review
Click a teacher's name to view that teacher's rosters.

Teacher-NFJ

Status: Resubmitted to School

Rosters	Your Most Recent Action
8th English Language Arts	Viewed on 02/20/2013 at 06:25:43 PM EST

[Return Teacher's Rosters](#) [Verify Teacher's Rosters](#)

Reports Rosters [Print](#) [Help](#)

Report: **Roster Verification** Teacher Name: **Teacher-NFJ** Test: **PASS**
Year: **2012** Submission Deadline: **Feb 17, 2014** Subject: **English Language Arts**
Grade: **8th**

The teacher has edit capability for this roster. If you need to edit this roster before the teacher submission deadline, click Move Up to School. This will transfer edit capability for all of this teachers rosters from the teacher to you.

[Cancel Changes](#) [Save Changes](#)

		Add Student		Remove Student		
Status: Resubmitted to School						
	Student	Instructional Responsibility			Total	Edits
		Instructional Availability	Your % of Instruction			
1	Student-lp	100 %	100 %	100.0%		
2	Student-CGx	100 %	100 %	100.0%		
3	Student-hwt	100 %	100 %	100.0%		
4	Student-phE	100 %	100 %	100.0%		
5	Student-stv	100 %	100 %	100.0%		
6	Student-stc	100 %	100 %	100.0%		

When editing a roster you can:

- Add and remove students
- Restore students you removed by mistake
- Edit percentages of instructional responsibility

Refer to the online help for instructions.

Save your changes often. If a network problem disrupts your connection, or if you are inactive for more than 30 minutes, you could lose your work.

Verify rosters that you have reviewed

If you are not already there, use the **Reports** menu to navigate to the School Roster Verification Summary. In the Ready for Review list, click the name of the teacher to expand the row. Click **Verify Teacher's Rosters**. The teacher appears in the Verified list.

Submit all rosters to the District Admin

After you have verified all teachers' rosters, the **Submit All Rosters** link on the School Roster Verification Summary becomes available. After you submit rosters, you can view them, but you cannot edit them unless a District Admin sends them back to you.

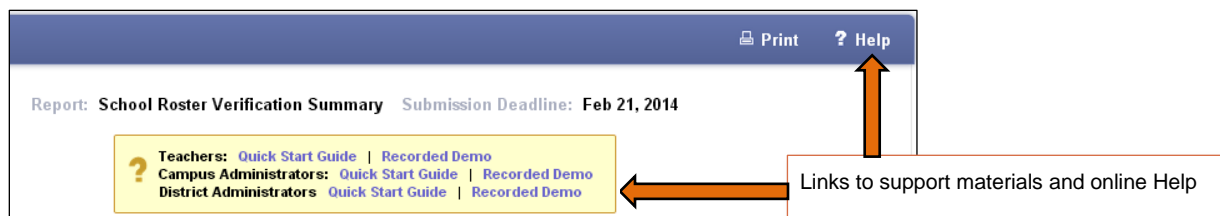
What to do if a District Admin returns your school's rosters

If a District Admin has issues with any of your school's rosters, he or she can enter a comment about the issues and send all of your school's rosters back to you. If this happens, you will receive an email notification that includes the District Admin's comment. When you log in, the affected teachers will be denoted with a flag icon . You can edit your school's rosters as described above, but you cannot send rosters back to teachers. When you have verified all the rosters that concerned the District Admin, you can resubmit your school's rosters.

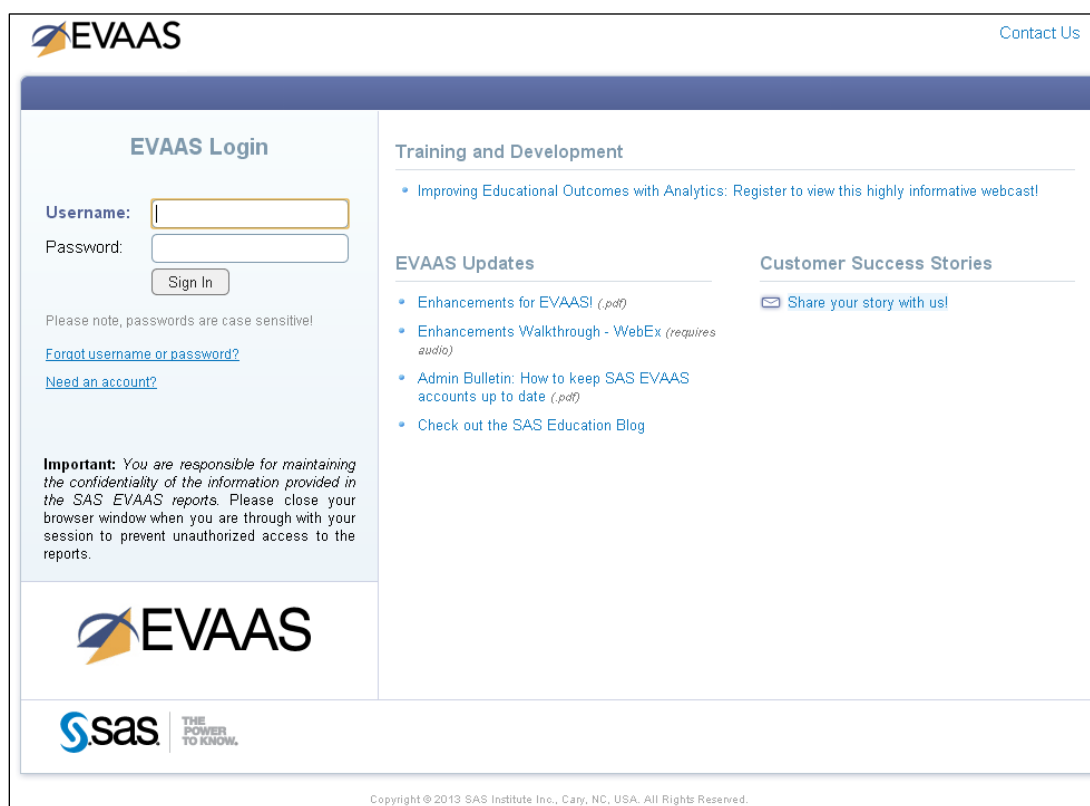
How to find additional support and documentation

This quick-start guide summarizes how to work with EVAAS Roster Verification. When you are logged into EVAAS Roster Verification, you can access these additional resources:

- The yellow box on your Roster Verification Summary links to support materials.
- The Help, accessible throughout the application, provides context-sensitive documentation.



In addition, the EVAAS Login page (shown below) has a schedule of live WebEx demos.



Modified Dates

The following LEAs dates in the table below, instead of the dates shown on page 1: Alleghany, Caldwell, Catawba, Elkin, Hickory, Millennium Charter School, Mt. Airy, Newton-Conover, Stokes, Surry, Wilkes, and Yadkin.

Phase	Dates
1. School Admin Preview	April 15-April 21
2. Teacher Verification	April 22-May 3
3. School Admin Verification	May 4-May 17
4. District Admin Verification	May 18-June 28

Detailed Diagram of the Roster Verification Process

